

**U. S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 13-162**

**OPEN TO:** In-House Candidates Only

**TITLE:** Purchasing Agent

**Position No:** 80065-014

**GRADE:** FSN-8 (Rs. 1,279,195 P.A. to Rs. 2,379,141 P.A.)

**OPENING DATE:** November 25, 2013

**CLOSING DATE:** December 8, 2013

**AGENCY:** USAID

**LOCATION:** ISLAMABAD

\*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Purchasing Agent for the Office of Executive Management (OEM) in Islamabad.

**BASIC FUNCTION OF POSITION:** The incumbent of this position serves as FSN purchasing agent and non-supervisory technical expert on acquisition of a wide range of goods and services both locally and offshore by contract or purchase order &/or through Purchase card order. Incumbent also assists for other aspects i.e. customs, shipping and logistics affairs of USAID / Islamabad (EXO & all technical offices (AG, EG, DG, EDU, HPN, OFM & PRM)). In addition to this, incumbent also facilitates three satellite offices, Karachi, Lahore and Peshawar, Reconstruction Office and its Project Offices, in Peshawar FATA and OTI and OIG/Islamabad with their complex requests. Incumbent initiates procurement actions including research for appropriate sources of supplies, keeping in view the cost, quality and specifications desired by the requesting office, determines estimates probable costs & identify applicable fiscal accounts.

**QUALIFICATION REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. EDUCATION:** Completion of bachelor's degree (fourteen years of education) in science, commerce, business or closely related field is required.

**2. EXPERIENCE:** A minimum of three years of experience in procurement field is required. Some prior knowledge of warehousing is required.

**3. LANGUAGE:** Level III (Good working knowledge) Speaking/Reading/Writing English and Urdu are required. Language skills may be tested during the process.

**4. KNOWLEDGE:** A good knowledge of procurement regulations, instructions and procedures is required. The incumbent must have a good knowledge of local market practices and supplies as well as local pricing practices. A working knowledge of regulations governing property management, inventory control and shipping as well as ordering procedures is required. Incumbent must have knowledge related to moving and storing procedures to safeguard property. Knowledge of Pakistani government standards & regulations is required.

**5. ABILITIES & SKILLS:** Ability to deal with a wide variety of suppliers and with various post officials is required. Must have the ability to negotiate and skills in preparing cogent, pricing specifications is required. Ability to use Word Processing and Data programs to prepare purchase orders, contracts and reports is required. Must be able to solve problems and procurement related issues both locally and off-shore with minimum supervision. Must be able to work under pressure.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule
7. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
8. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 13-162) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan**  
**U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To review all advertised positions and access Form DS-174, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: December 8, 2013**

The U.S. Mission in Pakistan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.